Chapter Five: Budget Request Summary

Chapter five serves as a guide through the process of using the Budget Request Summary screen. The Budget Request Summary screen is used to:

- Summarize all budget data entered in various subschedules.
- Enter prior and current biennium expenditure and funding data for all lines.

Budget Request Summary

Budget Request Summary Screen

Navigation
Log On => Preparation => Budget Request Checklist => Budget Request Summary

Purpose
The Budget Request Summary screen provides the historical data, budget changes information, and budget request for each reporting level.

General Information
Several screens are involved in preparing the budget request summary. Amounts entered in "posting" subschedules (operating expenses, capital projects, extraordinary repairs, other capital payments, position detail data, equipment over $5,000, IT equipment and software over $5,000, and grants) post to the budget request summary once each subschedule is checked to complete on the Budget Request Checklist.

> **Tip** ***Other than adjusting 2005-07 actual expenditures and the 2007-09 appropriation and estimated expenditures, no other data is entered directly into the Budget Request Summary screen.***

Prior biennium (column 1), first year expenditures (column 2), and current biennium appropriation (column 4) columns are downloaded from PeopleSoft. If the download month is prior to the close of the first year of the biennium, salaries and operating expenditures are annualized. Other account codes use actual expenses as of the download month. If the current biennium budget was not spread in PeopleSoft, the download will not contain this information. Consequently, in such a case, the current biennium appropriation amounts by account code and funding source will need to be entered manually.

Using the Screen
The Budget Request Summary screen consists of 18 columns, each with unique functions, as described below:

Column 1 – 2005-07 Biennium Expenditures shows complete prior biennium expenditures, by account code, line item, and funding source. These amounts should be part of the download version used to create the first working version in BARS. However, these amounts should be checked and modified as necessary to accurately reflect historical expenditures.

Tip ***Actual expenditures for the 2005-07 biennium should reconcile to the 6/30/07 NDS4911-BB report dated 7/31/07.***

Column 2 – 2007-09 First Year Expenditures shows annualized expenditures for the first year of the current biennium. These amounts should be part of the download version used to create the first working version in BARS. However, due to the actual timing of certain expenditures and the timing of the download version, annualized expenditures may not accurately represent anticipated fiscal year expenditures for a particular account code, line item, or funding source. Adjust these amounts as necessary.

Column 3 – 2007-09 Biennium Balance shows the remaining unexpended balance by account code for the current biennium. This is a calculated column based on the annualized amounts in column 2 and the amounts entered in column 4, as explained below.

Column 4 – 2007-09 Biennium Appropriation reflects the appropriated budget for the current biennium. Amounts in this column should be part of the download version used to create the first working version in BARS. However, if the agency's budget has not been spread in PeopleSoft, this column will be empty in the download version. In that case, these amounts will need to be entered manually by account code and funding source. These numbers will be closely scrutinized throughout the budget process and serve as the base for any budget changes requested for the upcoming biennium. For this reason, care should be taken in entering these numbers. **Make sure that in total, the amounts entered in column 4 tie to the PeopleSoft Appropriation Status Report (Current Appropriation column NDS4310AA) for each line item and major funding source category.**

Important Note	***To enter data in the budget request summary screen, select the appropriate reporting level. Click the "Detail" button to enter account code or funding source detail for columns 1, 2, 4, or 5.*** ***Select Funding or Expenditures from the Object Type drop down. Select the appropriate Line Item from the drop down list. Click on the appropriate cell to edit existing data or click the "Insert" button to enter a new account code or funding source.***

<u>Column 5 – Current Biennium Appropriation (payroll only)</u> is used to show the current biennium appropriation for payroll. Most column 5 amounts will be filled in automatically by BARS as column 4 is updated. However, if any salary objects are budgeted under special lines, the expenditures and funding for column 5 may not balance. This is due to the fact that the funding sources for salaries objects that are part of a special line are not specifically identified and must be manually entered.

<u>Column 6 – Payroll from Subschedule</u> will be populated upon checking Complete on the position detail data subschedule. Column 6 represents the biennial cost of payroll for all existing positions included in the budget request. It does not include the cost of any new positions or existing positions assigned to an optional change package.

<u>Column 7 - Cost to Continue Payroll</u> will be calculated by BARS based on amounts contained in columns 5 and 6. Column 7 shows the cost to continue (the increase over the current biennium appropriation) the salary level in effect as of the end of the current biennium. Consequently, the cost to continue any salary increases given during the biennium, the cost to continue any new positions that were phased in during the current biennium, as well as other costs incurred to continue the current payroll will be identified in column 7, eliminating the need to explain these items in a budget change.

<u>Column 8 – Cost to Continue Adjustments</u> is populated upon checking Complete on the Operating Expense, Capital Assets, and Grants subschedules. The assigned OMB budget analyst will provide these authorized adjustments. These amounts are summarized here, but are not entered or changed from the Budget Request Summary screen.

<u>Column 9 – Cost to Continue Base Operations</u> is a calculated column that reflects the total of columns 5 (current biennium), 7 (cost to continue payroll), and 8 (cost to continue adjustments). This column reflects the cost to continue an agency's current operations for the budget request biennium, based on the cost to continue adjustments provided by OMB and the cost of maintaining the existing pay plan. Requested budget changes are changes from the base level reflected in this column.

Column 10 – 2009-11 Base Budget Changes reflects all base budget changes from the current base (column 9) that were entered on posting subschedules. These amounts are summarized here, but are not entered or changed from the Budget Request Summary screen.

Column 11 – 2009-11 Budget Request shows the agency's total base budget request. The general fund total in this column may not exceed the general fund budget limit determined by OMB. No amounts are entered directly in this column – it is the sum of columns 9 and 10.

Column 12 – 2009-11 Optional Budget Changes reflects all optional budget changes – those that are assigned to an AC or AD type change package and could not be included in the base budget request due to guideline limitations. These amounts are summarized here, but are not entered or changed from the Budget Request Summary screen.

Column 13 – Base and Optional Request is the agency's total budget request, including all optional adjustments. This is a calculated column resulting from the sum of columns 11 and 12.